

## RESOURCE ANALYST/ADMINISTRATIVE SPECIALIST

### Description: **Financial Management**

*Staff* – Effective execution of project/program budget is demonstrated by:

- Participation in budget planning by providing accurate information regarding resources needed to provide quality services.
- Utilization of financial Information Technology tools to manage expenses prudently and reduce waste.
- Periodic reconciliations of transactions for the purpose of risk management; recommendations made for corrective action if necessary. Approved recommendations are implemented in a timely manner.
- Information provided for data calls meets requirements for deadlines and accuracy.

*Manager* – Effective management of project/program budget is demonstrated by:

- Projection of resources needed for the fiscal year by identifying strategic project/program priorities.
- Facilitation of the budget planning process by communicating and advocating resource needs to Management.
- Optimization of financial efficiencies by utilizing Information Technology to monitor transactions and analyzing performance.
- Budgets maintained within stated allocations.
- Management of financial risk by implementing management controls; oversees appropriate internal audits and takes necessary corrective action.
- Assurance of the timeliness and accuracy of responses to data calls.

### Description: **Project Management**

*Staff* – Value added to project teams is demonstrated by:

- Regular attendance at project team meetings; is well prepared, advances project objectives by making meaningful contributions to discussions.
- Assigned tasks are completed in compliance with milestones and deadlines while meeting the [project manager's/customer's/program manager's] requirements.
- Effective collaboration and communication (shares knowledge) with team members and program/project managers by providing oral and/or written progress updates, as required, and final project reports that meet the requirements as defined by project objectives.
- Solutions to problems and issues are developed independently, or when appropriate, with input from appropriate sources including supervisor, subject matter experts, project manager; solutions provide support to overcome barriers and contribute toward successful and timely completion of project.

*Manager* – Effectively leads projects as evidenced by:

- Project proposals are written in an effective manner by defining requirements based on customer feedback; and projects are aligned with organizational priorities.
- Comprehensive definition of project resource requirements, milestones, risk abatement strategies, outcomes, and evaluation metrics.
- Optimizes project team performance by identifying appropriate competency and skills needs for the team.
- Problems are identified and resolved in a timely manner to ensure successful project outcomes; engages and supports staff to do same.
- Conducts qualitative and quantitative project evaluation as needed in a timely manner.

- Effective communication of progress and outcomes to Management through various channels (meetings, emails, written reports) as required by program manager.
- Completed project meets the requirements defined in project plan.
- Recognizes and shares successes and issues with project team members. Successfully resolves conflicts.

Description: **Program Management**

*Staff* – Effective support of Program goals is demonstrated by:

- Regularly attending scheduled meetings.
- Assignments are completed by deadlines requiring minimal revisions.
- Turnaround of routine tasks consistently meets customer and/or supervisor requirements.
- Continuous exploration of opportunities for quality and process improvement; includes making necessary recommendations to managers.
- Awareness of regulatory environment; compliance with organizational policies and procedures.

*Manager* – Champions Program across the Center and effectively leads support staff as evidenced by:

- Continuous constructive feedback; provides guidance by discussing solutions to barriers and problems.
- Effective communication of Program objectives, justifications, progress, and strategic plans.
- Strategic Program management through periodic evaluations and by exploring opportunities for quality and process improvement; solicitation of customer feedback and support from Management for improvement strategies.
- Manages risks by developing internal controls; ensures adherence to periodic audit schedules and takes corrective action, when necessary.
- Ensures compliance with rules and regulations.